



SAN DIEGO STATE  
UNIVERSITY

College of Engineering

**Staff Meeting Minutes**

Tuesday, December 9, 2014

2:00pm, Dean's Conference Room, E-203

Dean Mehrabadi called the meeting to order at 2:03 pm.

1. **Staff Development Fund**

Academic Affairs has given CoE \$4,485 for Staff Development, which will be issued on a first-come/first-serve basis and has to be used by June 30, 2015. The Staff Development Fund is available for any CoE staff member that would like to take courses, purchase books, etc., that will enhance their job skills. Staff members interested, should submit their requests, along with cost to their managers who should then forward them to Jacqueline Lane.

2. **CoE Vision, Mission & Strategic Plan:**

Dean Mehrabadi shared the CoE Vision and Mission the first draft of which was created by Dr. Rand German and Dean Mehrabadi and later edited and approved by CoE Faculty in Fall 2010:

A) **CoE Vision:** The SDSU College of Engineering educates a diverse group of students to become engineering innovators and contributes to the technical knowledge of society at large.

B) **CoE Mission:** The SDSU College of Engineering is dedicated to innovative education, research, and dissemination of knowledge. We instill critical thinking in our graduates to:

- recognize human and societal needs;
- design innovative, sustainable engineering solutions;
- embrace an international perspective; and
- create value through entrepreneurial efforts.

C) **CoE Strategic Plan:** Dean Mehrabadi outlined the CoE's goals in implementing the Strategic Plan for SDSU – Building on Excellence:

a. **Student Success:**

- i. Reduce Student-Faculty Ratio
- ii. Provide more scholarships
- iii. Provide hands-on training
- iv. Create more industry-sponsored projects

b. **Research & Creative Endeavors:**

- i. Increase College's research expenditures
- ii. Recruit and retain outstanding faculty by offering endowed chairs and professorships and attractive startup packages for new hires
- iii. Recruit and retain qualified supporting staff

c. **Community & Communication:**

- i. Project Lead the Way
- ii. MESA
- iii. Troops to Engineers

3. **Engineering & Interdisciplinary Sciences (EIS) Complex:**  
Dean Mehrabadi shared initial renderings of the new EIS building and provided a timeline for the buildings that will be decanted and demolished. The new building construction is set to start in October 2015-July 2017.
4. **Faculty & Staff Searches:**  
Dean Mehrabadi has requested approval from the Provost to hire one or two staff for Fabrication Support, as well as a Webmaster to support the College and Department websites, and manage newsletter and creation of brochures and other print materials needed for the CoE. The CoE has hired 7 new faculty since January 2014 and (8) faculty are anticipated to be hired for the 2015-16 AY. There are (4) Associate Dean candidates coming to SDSU for interviews during the first two weeks of February 2015 and Dean Mehrabadi emphasized how important it is for Staff to attend the Administrative presentations and meeting times set aside for Staff to meet with the Associate Dean candidates. This is an important position that will affect the CoE as a whole. Marcie Morihiro will be sending out interview itineraries in January 2015.
5. **Renovation Update:**  
The following labs are currently being renovated: Environmental (E-420), Wind Tunnel (E-122), a Water Tunnel lab will be built within E-122 for Dr. Xiofeng Liu and E-401C renovation for Dr. Ilenia Battiato has been completed.
6. **College of Engineering IT Lead:**  
Dean Mehrabadi announced that Chris Paolini is the IT Lead.
7. **Budget:**  
The CoE had a deficit of \$500K on January 1, 2014. Academic Affairs cleared the deficit and began using a new budget model where the CoE proposes a fiscal year budget for approval by the Academic Affairs. It would be very difficult to get approval for further funding beyond what we budget for and the CoE would be responsible for paying for these additional expenses.
8. **Equipment Fund:**  
Academic Affairs has simplified the procedure for Equipment (lottery) funds allocation to Colleges. On average, \$4.2M is available per year for equipment purchase for the entire University. Academic Affairs will keep \$200K (i.e. 20%) for emergencies every year and will allocate the remaining \$4.0M to the Colleges. College of Engineering will receive \$1.0M (i.e., 25%) of the \$4.0M every year.
9. **Undergraduate Studies:**
  - A) **ABET:** Dean Mehrabadi, along with Dr. Bruce Westermo, Department Chairs and Coordinators are preparing Department ABET Self-Study Reports for accreditation in 2015-16.
  - B) **Undergraduate and Graduate FTES & Enrollment Data for Fall 2014:** The combined undergraduate and graduate FTES for each department is as follows: AE – 226; CCEE – 344; ECE – 481; ME – 542; and CoE – 1604. The CoE FTES has increased 44.5% from Fall 2008 to Fall 2014. The CoE Enrollment has increased 56% from Fall 2009 to Fall 2014.
  - C) **Student Success Fee (SSF):** We will be able to hire support staff, i.e., technician, fabrication and lecturers from the SSF. The two faculty lines: Transportation in CCEE and Design in ME were also supported by the SSF. Drs. Jacobs and Venkataraman received Undergraduate Research Grants of \$1,000 from these funds. In addition, CoE students involved in various projects and clubs (e.g., Formula SAE) received over \$129,000 from SSF.

10. **Research:**

A) Research Awards: In fiscal year 2013-14 the CoE was awarded with \$4,578,215. For fiscal year 2014-2015, from 7/1/2014 to 11/16/14 CoE has received: \$2,254,595. The sources of funding include: AHA, DoD Airforce Research Lab, DoD US Army, NSF, General Atomics Corp., General Dynamics, NASA, NASSCO & NIST.

11. **SDSU-Georgia Program:**

The Minister of Education and Science visited SDSU on November 24 and 25, 2014. Her general impression was very positive. An article published in the SD Union-Tribune about the visit was translated into Georgian and picked up by the main Georgian news agencies and social media and aired at local TV stations.

12. **Other Business:**

- 1) CoE Holiday Luncheon – Wednesday, 12/10/14, 11:30am-1:30pm, Cuicacalli Dining Hall
- 2) 2015 Engineering Design Day – Friday, 5/8/2015, 1:30pm-4:00pm, Montezuma Hall
- 3) 2015 Senior Banquet – Thursday, 5/7/2015, 5:30pm-8:00pm, Montezuma Hall or Alumni Center [Update 12/11/14 – Senior Banquet may be moved to Friday, 5/8/2015 as Faculty voiced concern at the CoE Faculty Meeting that students will be preparing projects for the 5/8/15 Design Day event and may not be able to attend the Senior Banquet.]
- 4) 508 Checklist – Chris Paolini and Jacqueline Lane announced that ordering of equipment (software/electronic devices) that is going to be used by a large number of students, especially those students with visual impairment, has to have a 508 Form completed. This is to keep SDSU in compliance with the federal Workforce Rehabilitation Act. Chris has created a flow chart for Faculty and Staff to follow and will be e-mailing it to all Staff at the conclusion of the meeting. Chris and Jacqueline asked that the Faculty and Staff follow the procedures as listed to avoid delays on equipment orders.
- 5) EIS Building – Dean Mehrabadi mentioned that \$30M of the money for the new EIS building is coming from Open University funds from the College of Extended Studies.
- 6) Copyrighted Materials – Dean Mehrabadi and Chris Paolini informed Staff that it is unlawful to download copyrighted material, including textbooks in PDF form, movies, music, etc. Using peer-to-peer file sharing software, such as Bit Torrent are not allowed on CSU computer systems. The SDSU Information Security Technology Department watches for this type of activity and it is a huge monetary liability for SDSU and CSU if a Faculty or Staff member is caught downloading copyrighted material and a company files a lawsuit.

Having gone through all the items on the agenda, Jackie Jones moved, Robin Shimasaki seconded and the Staff unanimously agreed to adjourn the meeting at 3:57 pm.

Submitted by Marcie Morihiro, December 11, 2014.